



Dr. Robert Bentley
GOVERNOR

STATE OF ALABAMA
**BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS**

8 Commerce Street, Suite 200
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Fax: (334) 265-0570
www.hacr.alabama.gov



Kathy S. LeCroix
EXECUTIVE DIRECTOR

Requirements for all Commercial Refrigeration Examination Applicants

On August 1st, 2009, a new law went into effect that requires all applicants wishing to sit for the Heating & Air Conditioning or Refrigeration contractors' exam to have a certain amount of experience and or education prior to taking the exam.

Code of Alabama 1975 Title 34 Chapter 31 Section 28, states in part that:

An applicant for the heating, air conditioning, or refrigeration certified contractor license shall be eligible to sit for the examination if the applicant has held an apprentice registration, issued by this Board for two or more calendar years; or has completed 3,000 hours of coursework or experience, as defined by the Board; or is an graduate of an approved heating, air conditioning, or refrigeration curriculum.

In order to be approved to sit for the examination you must submit:

(1) The Examination Application; and

(a) Affidavits that are signed and notarized by the employer(s) swearing that the applicant has worked in the Heating and Air Conditioning industry for at least two years within the past five years, and all corresponding W-2 Forms from the employer(s);

and/or

(b) Copies of certificates showing that the applicant has attended at least 3000 hours of Heating and Air Conditioning educational training;

or

(c) Proof of graduation from an approved Heating and Air Conditioning curriculum.

Candidates with a long certificate from any public State of Alabama two year or community college are approved.

Approved Curriculums:

Alabama Power Company
Construction Education Foundation of Alabama
Fortis College
Gwinnett Technical College, Lawrenceville, GA
NARS Training System
Trenholm State Technical College
West Georgia Technical College
George Stone Technical Center HVAC Program

Columbus Technical College
J. F. Drake State Technical College
Lindsey-Cooper Refrigeration School
Virginia College - Birmingham

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.



STATE OF ALABAMA
Board of Heating, Air Conditioning and Refrigeration Contractors
8 Commerce St. Suite 200, Montgomery, AL 36130-5025
(334) 241-0840; Toll Free: (866) 855-1912
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Refrigeration Examination Application

Print Name as it appears on driver's license

Home Phone

Address

Work Phone

City

State

Zip

Social Security Number

Email Address

Fee **\$150.00** Make check payable to Alabama Board of Heating, Air Conditioning and Refrigeration Contractors. You have exactly one year from the date the Board receives your application and fee to schedule an exam date with the testing provider. Any candidate that attempts to schedule their exam after this time will be required to resubmit a new application and all appropriate fees.

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

Once this application and \$150.00 fee has been processed by the Board, you will receive information concerning scheduling the exam. Exam Sites: Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, Sheffield or Tuscaloosa.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my license or application.

CITIZENSHIP This section to be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.

This section must be completed by the individual responsible in charge or if the responsible in charge is an incorporation, limited liability company, or partnership by the responsible in charge.

1. Are you a citizen of the United States?

☐ Yes

☐ No

If "yes," please read the declaration below, sign, and continue to section 2.

If "no," see question 2 below.

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am a citizen of the United States of America and,

I sign this declaration under penalties of perjury: making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Applicant _____ Date _____

2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

____ Yes ____ No If "yes," please read the declaration below and sign.

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Applicant Date _____

To pay by Credit Card, enter card information: ☐ Master Card ☐ Visa

Card Number: _____

Expire Date: _____

Signature (Required) Date: _____

Date Received: Check # _____

Amount: _____

**AFFIDAVIT FOR HEATING & AIR CONDITIONING
EXAMINATION APPLICANT**

I, _____, solemnly swear and affirm that I have
(Name)
personal knowledge that _____, (Name of Examination Applicant) has
worked, within the past five years, or is presently working in the Heating and Air Conditioning industry and the
duties he has performed are as listed below: (Detail description)

- 1.
- 2.
- 3.
- 4.

I understand that I may be contacted by a representative of the Board for either verification of the
information contained in this affidavit or additional documentation and/or information.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in
this application, and any accompanying documents, is true and correct, with full knowledge that all statements
made in this affidavit are subject to investigation and that any false or dishonest answer to any question may be
grounds for denial or subsequent revocation of license or application.

Signature of Affiant (HACR License if applicable)

Name of Company/Title

Address

Phone Number(s)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

EXAMINATION PREPARATION COURSE PROVIDERS AND BOOKS SUPPLIERS

Alabama Power Company HVAC Training Center 2388 County Road 93 Verbena, Alabama 36091 www.alabamapower.com/hvac	800-634-0154	Books	Prep Course
American Contractors Exam Services & Book Store 5000 Linbar Drive, Suite 250 Nashville, Tennessee 37211 www.examprep.org	800-955-7277 Fax: 615-832-3682 Voice Mail: 615-832-4550	Books	Prep Course
Lawson State Technical College Air Conditioning & Refrigeration U. S. Highway 11 South Post Office Box 308 Bessemer, Alabama 35021 www.lawsonstate.edu	205-925-2515 205-929-3470 Fax: 205-929-3598	Books	Prep Course
NARS Training Systems Post Office Box 804 Huntsville, Alabama www.narstrainingsystems.com	800-722-3072 256-536-7804 Fax: 356-536-1525	Books	Prep Course
Professional Book Sellers 2200 21 st Avenue, South #105 Nashville, Tennessee 37212 www.pro-book.com	800-572-8878 615-383-0044 Fax: 615-383-0235	Books	